

Hans Roethig's Staff Meeting
Wednesday, April 30
1:30pm, R&D A1

AGENDA

1. General Communication and Administration
 - a. Task Tracking Matrix
 - b. Proposed Activity Schedule
 - Conference Attendance
 - Travel
 - Vacation
 - Standing Meetings – Research Results, Science Review, RD&E Forums, etc.
 - SCoR & Accord Meetings
 - Topics
 - Standardized Agendas
 - Access to Calendars and Files
 - c. Publication Sheets & Posters
 - d. Hiring – Medical Writer Position
2. Projects and Activities
3. Miscellaneous

Distribution:

Candace Adams
Jennifer Amador
Shixia Feng
Maria Gogova
Julia Jin
Valerie King
Robin Kinser
Qiwei Liang
Denise Mawyer

Paul Mendes
Bettie Nelson
Jan Oey
Hans Roethig
Mohamadi Sarkar
David Self
Martin Unverdorben
Barbara Zedler

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